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4600 HEALTH AND FITNESS
Issued May 2001

4600 HEALTH AND FITNESS

4601 General [CALEA 22.3.2]

The Tucson Police Department will develop and maintain programs and services for its employees consistent with City policy and the law. All members are encouraged to participate in a physical training program to maintain their physical and mental health throughout their careers. See Career Enhancement Program (CEP) under *General Orders* for physical fitness incentives.

4602 Pre-Employment Testing [CALEA 22.3.1]

Sworn members are subject to physical and psychological testing as part of an initial conditional offer of employment. The results of all such tests are confidential. The Human Resources Division coordinates pre-employment testing.

4603 Other Physical Testing [CALEA 22.3.1]

The Department, together with City Risk Management, may offer or require certain physical examinations, such as related to industrial injury claims, in accordance with City Administrative Directives, policy and the law. Such examinations will be at no cost to the employee. Questions on these issues may be referred to the Human Resources Division.

4604 Maintenance of Physical Standards

The Department encourages all members to stay in good physical condition. Equipment is provided at most facilities to assist in maintaining fitness.

4610 BEHAVIORAL SCIENCES UNIT

4611 General [CALEA 22.2.3; 35.1.9 f]

The Behavioral Sciences Unit (BSU) offers a variety of programs and services to Department members and their families, such as the Peer Support Program, the Chaplain Program and Critical Incident Stress Debriefing. In addition, BSU offers crisis intervention and referral assistance to Department employees. Members are reminded that they are eligible to receive additional support through City-provided health care programs and the Pima County Attorney Victim/Witness program. BSU will not serve as a substitute mental health provider for employees or provide long term care or counseling.

BSU personal assistance is generally restricted to the following categories:

- Career and educational counseling
- Problem assessment and referral

When an employee's problem requires long term counseling and/or exceeds the scope of services normally provided by BSU personnel, the Behavioral Science Unit will facilitate employee referral to the appropriate community based program or outside provider.



4611.1 Organization

BSU is headed by a Department Psychologist and staffed by sworn supervisors, reports directly to the Human Resources Division Commander. The Department Psychologist is responsible for liaison with contract service providers and the local mental health treatment community, acts as a clinical supervisor and resource to the BSU Sergeants and oversees and assists with the development of related training and programs in the Department. The BSU Sergeants are primarily dedicated to providing direct peer counseling and interaction with Department members in need of the Unit's services.

4612 BSU Records [CALEA 32.2.9]

Records maintained by BSU on individual employees will be strictly confidential. Information regarding the names of employees and the content of their conversations with BSU personnel will not be disclosed or released to anyone without the specific permission of the employee except as noted below.

Anonymous, statistical data will be maintained by BSU on the number of clients, contacts, nature of service, and number of hours of service. This information will be used solely for analysis and planning purposes. BSU will also be responsible for periodically advising the Chief of Police and staff of any overall trends and issues they have identified affecting the Department and with which management would be concerned. Such information will not identify any individual employees but will be offered to assist management in developing programs and policies to better deal with employee needs.

An employee's identity will not be revealed outside of BSU except in the case of:

- An employee's confession to commission of a felony or act of domestic violence with a weapon or injury
- In instances where the employee presents a clear and present danger to him/herself or others
- Fitness for duty assessments

4613 Referral to BSU

Referrals to the Behavioral Sciences Unit will take two forms:

- **Voluntary:** Employees may contact BSU directly for assistance.
- **Referred Entry:** Members may be referred to the Unit by their supervisor or Commander. In these instances, the Department may be informed of the employee's ability to perform an assigned task. The details of the counseling shall remain confidential.



4614 BSU Programs and Services [CALEA 22.2.3; 35.1.9 f]

4614.1 Peer Support Program

The Peer Support Program provides employees and their family members with an internal network to assist with personal and job-related problems. This support network is comprised of a wide spectrum of trained police employee volunteers, both sworn and non-sworn. Peer Support is under the direction of the Department Psychologist. Guidelines for membership in the Program, as well as training, shall be developed and maintained by BSU. Volunteers may be removed from participation in the program at the discretion of the Human Resources Division Commander.

4614.2 Police Chaplain Program

The purpose of the Police Chaplains is to make spiritual guidance and assistance available to Department members and their immediate families as needed, with an emphasis on meeting the spiritual needs of the individual during a time of crisis or trouble. The Chaplains are available to members who may not have their own clergy, or who need spiritual assistance from an individual who is familiar with the police work environment.

4614.3 Psychological Evaluation Services

The Behavioral Sciences Unit shall help coordinate the psychological evaluation of police recruit applicants with contracted service providers. In addition, certain internal positions, such as undercover or SWAT assignments, may also call for a psychological evaluation with these providers. The Department Psychologist will be responsible for coordinating these evaluations and shall work with the service providers as necessary and appropriate to ensure that the evaluations are completed to the Department's satisfaction.

4614.4 Information and Education Services

BSU staff will act as a resource to the Department on all areas relating to mental health and employee wellness. This will include assisting with training, provision of literature and information to the Department and acting as a liaison with outside mental health providers and professionals. Training may also be offered to family members of Department employees in order to maintain a comprehensive approach to the overall health of the agency.

4614.5 Other Services

BSU will provide other assistance with work related issues as deemed appropriate by the Chief of Police and/or Human Resources Division Commander. BSU will also assist family members of employees in certain situations, such as in the death of an employee.



4615 Critical Incident Stress Debriefing (CISD) [CALEA 1.3.8]

4615.1 Program Description

The purpose of the Critical Incident Stress Debriefing (CISD) is to provide prompt debriefing of members involved in critical incidents. This assistance from BSU is primarily delivered through a group meeting, but may include individual contacts as well. The focus of the contact is to provide an educational experience that will mitigate the effects of stress following a critical event. This service is not intended to replace other forms of crisis intervention or psychological treatment, but to supply education and peer support as a means to normalize the effects of critical incident stress.

4615.2 Initial Contact

The Department Psychologist or designee shall communicate personally with any member directly involved in a deadly force incident, to include when members themselves are victims of the attempted use of deadly force. In the event of an officer-involved use of deadly force incident, BSU members shall be notified by the Incident Commander and will respond to the scene to provide assistance as necessary.

4615.3 Return to Duty and Follow Up

The Department Psychologist shall complete a Return to Duty Assessment prior to the involved members' return to full duty. The Department Psychologist shall notify each involved member's Division Commander upon completion of the Assessment and prior to his or her return to duty. Additionally, BSU staff shall make follow-up contact with the involved members as appropriate.

4615.4 Participation in CISD

Employees who are directly involved in critical incidents shall be offered the services of BSU. In most cases, however, participation by an employee is voluntary.

4615.5 Leave Associated with CISD

Following certain critical incidents, such as an officer involved shooting; employees directly involved may be administratively assigned away from their normal duties for up to three days without the use of accumulated leave. This release shall be documented by BSU and approved by the Human Resources Division Commander.

4616 Employee Assistance Program [CALEA 22.2.6 a-f; 35.1.9 f]

The Employee Assistance Program (EAP) is available to help supervisors and members address work performance problems before such problems significantly impact overall job performance. The program is designed to assist all members and supervisors in addressing work-related performance and behaviors that may have an adverse impact on the member, the Department or our service to the community. The role of the Behavioral Science Unit in EAP is to facilitate or provide resources for individuals seeking to address or correct work performance issues.

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DEPARTMENT
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4600 HEALTH AND FITNESS
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Supervisors may initiate a mandatory referral when performance problems, or the potential for personal problems to interfere with work performance, are evident. Behaviors such as tardiness, rudeness, or an individual's inability to work well with others are examples of issues where a mandatory referral would be useful and appropriate. The City of Tucson Employee University (COTEU) training site offers on a continual basis a course designed to assist supervisors in utilizing the EAP program.

It is the policy of the Department to identify and help employees in need of assistance through the EAP. This program is not an alternative to discipline, but may be used by supervisors in a proactive way to help employees improve performance, work-related behaviors, or to avoid more serious discipline.

Supervisors shall identify the issue or potential problem and may seek referral assistance from BSU or may identify the appropriate source for referral by themselves. Although BSU will serve as a resource and facilitator for all members, it shall be the involved supervisor's responsibility to enroll a member in the program when a mandatory referral becomes necessary.

4616.1 Mandatory Referral to EAP

Supervisors shall bring employees into the EAP process by discussing the issues and possible solution strategies with the employee. Having the member understand and agree to the scope of the problem is a major step in the overall process. The desired outcome of the process must be made clear and agreed upon by the supervisor and the employee.

The City's current contracted service provider, who will be listed in the share drive, will handle the EAP referral. The supervisor shall contact the EAP source and arrange the member's on duty initial visit. At that time, it is appropriate for the supervisor to discuss the reasons for the referral and the desired outcome with the contract professional. The supervisor shall then notify the member of the date, time and location of the appointment and require attendance. The initial visit will be the only appointment that is carried on duty.

The supervisor shall request confirmation of attendance of the member's initial visit. Supervisors shall be entitled to confirmation of initial attendance after the member signs a release provided by the employee assistance professional. The confirmation of attendance may be verbal or written, and it shall be the supervisor's responsibility to ensure compliance on all mandatory referrals.

Once the attendance is confirmed, there is no further need for the supervisor to have any discussion with the EAP professional or the member as to what plan of action was agreed upon. The success or failure of the referral will manifest itself in the future work performance of the involved member.

4616.2 EAP Documentation

Required documentation of a mandatory referral shall include a notation in the member's annual performance evaluation. This documentation shall reflect that the mandatory



referral be related to a specific work performance behavior or issue. Subsequent documentation shall note the closure of the referral *i.e.* the success or failure of the action. If additional documentation becomes necessary, supervisors have the option of completing a Special Evaluation. (See *General Orders* under Evaluation Service/Special Evaluations).

Any time a mandatory referral is accomplished through an EAP source, the Department Psychologist shall be notified in writing. This notification shall be for tracking purposes only and need only contain the referred member's name and payroll number, the EAP source and date of the referral.

4616.3 Self-Referral to EAP

EAP is available to all Department employees. All employees are encouraged to voluntarily access EAP for personal or work-related issues whenever the need arises. Self-referral appointments will be scheduled during the employee's off duty time without overtime compensation. Members need not notify or seek Department approval to access services, but the member's supervisor shall approve attendance during duty hours. Members may telephone the City's current contracted service provider to schedule individual appointments that are without any direct cost to the member. EAP services are in addition to such services that may be available through the member's HMO/PPO. Contact information for the current contracted service provider will be posted on the Department's share drive. Employees may contact BSU for assistance in scheduling or contacting the appropriate service providers.

4616.4 EAP Confidentiality

Release of information regarding the use of EAP can only be granted by written consent of the individual, except where otherwise required by law or the individual is a danger to self or others. Service providers maintain the strictest confidentiality possible as set forth in state and federal statutes.

For mandatory referrals, supervisors shall only be entitled to the confirmation of the attendance of the member at the initial meeting after the employee has signed a release. The service providers will not release any other information about an employee without a signed release from the individual that expressly authorizes the release of information except where required by law or if the individual is a danger to self or others. The same is true regarding self-referrals.

Conversations with BSU staff are completely confidential, within limits. Most topics are strictly private and will never be shared. BSU is required to report harm to self or others, felony crimes and domestic violence with a weapon or injury. It is also possible that a judge may order information to be shared.

4617 Early Intervention Program (EIP) [CALEA 35.1.9 a-f]

The Tucson Police Department Early Intervention Program (EIP) is intended to ensure that employees have the greatest opportunity to be successful in their chosen career fields and to



enhance the quality of service provided to the citizens of Tucson. **Any and all action that might be taken within the program is not disciplinary in nature. A one-page, check-the-box form is all the documentation that is required.** The program is structured to monitor various performance and statistical classifications that are tracked by the Administrative Investigative Management (AIM) software. Experience has demonstrated that activity within these classifications may be utilized to identify employees that may need assistance. Many large and progressive police agencies have established tracking systems that systematically identify patterns of behavior of individual officers. Through an analysis of these patterns, strategic responses are possible. The Office of Internal Affairs will provide an annual evaluation of the program. The purpose of the Tucson Police Departments Early Intervention Program is to:

- Identify patterns of behavior that may be indicative of officers in need of training, direction, or other assistance.
- Protect the officer and the agency from inappropriate behavioral patterns.
- Identify activities or trends requiring changes in training or policy.

4617.1 Process

When a Department member reaches a threshold in any of the monitored areas, the AIM system will signal an alert during a monthly scan. The OIA Administrative Sergeant will verify the alert. The Administrative Sergeant will then have the responsibility of presenting this information to an EIP Panel that will consist of the OIA Administrative Sergeant, a member of the Department's Human Resources Division, and a representative of the labor organization. Once the panel confirms the accuracy of the data the material will be sent to the member's Chain of Command. **The immediate supervisor of the member that reaches an alert threshold shall:**

- Review the information.
- Conduct an interview with the employee as needed.
- Make a recommendation for action (Action Alternatives Issued under 4617.3).
- **Forward the completed one-page, recommendation form through the affected member's Chain of Command level for information purposes.**
- Send the information and recommendation back to the Professional Standards Division within 30 days of assignment.

4617.2 Alert Criteria

The following criteria will be tracked with the AIM program:

- Use of force reports.
- Preventable accidents.



- Focus Officer Internal Investigations (II).
- Focus Officer in Administrative Investigations (AI).
- Focus Officer in External Investigations under Category 1-2 (EI).
 - Category One EI - Formal Complaint with disposition.
 - Category Two EI - Informal Complaint with notification to member's supervisor.
- Pursuit Summaries.
- Focus Officer in any BOI incident.

The following criteria will be tracked within the existing RMS system:

- The number of times an officer is the victim of an assault
- The number of times an officer makes arrests for resisting arrest charges
- The number of times an officer makes arrests for disorderly conduct charges

4617.3 Action Alternatives

- No action taken (the officer's performance was found to be appropriate)
- Referral to counseling services
- Supervisory counseling and coaching
- Period of supervised observation and monitoring in the field
- Employee self initiated contact with the appropriate resources
- Training
- Reassignment
- Other

4617.4 Thresholds

The thresholds established for the Early Intervention Program are listed below. These thresholds will trigger an alert within the system in two ways. The first will occur when a Department member reaches a threshold in any one of the monitored categories. The second method will occur when a member reaches a predetermined number of incidents in all the categories combined. The overall number of combined incidents is currently set at eight (8) (measured for one (1) calendar year). The system is programmed to search the individual threshold criteria over the previous quarter, and annually. The OIA



Administrative Sergeant and the EIP Board, prior to an alert being sent to the respective Chain of Command, will also manually verify each threshold alert by the system. The individual thresholds are as follows:

- Administrative Inspections - three (3) or more in one quarter or five (5) or more in one year.
- Use of Force Reports - four (4) or more in one quarter or eight (8) or more in one year.
- Focus Officer in any Board of Inquiry Incident - two (2) or more in one year.
- Focus Officer in any Internal Investigation - two (2) or more in one quarter or four (4) or more in one year.
- Focus Officer in Category 1 (Formal Complaint) or Category 2 (Informal Complaint) External Investigation -three (3) or more in one quarter or four (4) or more in one year.
- Pursuits - three (3) or more in one quarter or four (4) or more in one year.
- Number of times the officer was listed as victim of assault - three (3) or more in one quarter or five (5) or more in one year.
- Number of resisting arrest cases completed by an officer - three (3) or more in one quarter or seven (7) or more in one year.
- Number of Disorderly Conduct arrests made by an officer - eight (8) or more in one quarter or fifteen (15) or more in one year.

4618 Fitness for Duty Assessments [CALEA 35.1.9 d, f]

In certain instances the Department may refer employees to an outside service provider for an evaluation to establish their psychological or physical fitness for duty. Generally this will be limited to those instances in which an employee is unable to perform their assigned duties or may create a direct threat to themselves or others. The behavior and issues involved must be directly work related in order for a Fitness for Duty Assessment to be conducted.

4618.1 Referrals for a Fitness for Duty Assessment

The Department Psychologist or an employee's chain of command, upon learning of, or noticing a significant or serious behavioral or physical problem that impacts the employee's performance, may recommend that a Fitness for Duty Assessment be completed. This recommendation shall be approved by the Human Resources Division Commander and coordinated with City Risk Management and the City Attorney's Office. Such an assessment is not for the purpose of treatment but to establish an employee's fitness for duty.



An employee is not required to disclose a disability to the Department, but an inquiry may be made of the employee by their supervisor or Commander regarding their conduct, behavior or circumstances that give rise to the concern regarding their fitness for duty.

4618.2 Nature of Fitness for Duty Assessments

If a Fitness for Duty Assessment is approved the employee shall be scheduled for an appointment with a service provider by the Department. The employee shall be notified in writing of the appointment by the Human Resources Division and informed of the behavior leading to the appointment. The employee shall also be advised that the evaluation is confidential except to allow limited disclosure to the Department of certain information. (Refer to *General Order 4618.3*). Attendance at any such appointment is mandatory. Appointments shall be scheduled during on duty hours when possible.

4618.3 Scope of Evaluation Findings

The Department shall be notified by the service provider of the outcome of a Fitness for Duty evaluation. The report and information received by the Department shall be considered confidential.

The report received by the Department shall be limited to the following points:

- A conclusion regarding the determination of the fitness for duty.
- A description of functional limitations of the employee.
- Whether the condition that leads to the functional limitations are industrial or non-industrial in nature.
- Any other information to the extent authorized by law and necessary to achieve the legitimate purpose of the assessment by the Department.

No statement of medical cause shall be included in an assessment report.

4618.4 Determination of Fitness for Duty

Following a Fitness for Duty Assessment, Risk Management and/or the Department Psychologist as appropriate will review and evaluate the findings. A recommendation shall then be made to the Human Resources Division Commander as to the continued status of the employee and any recommended course of action.

If it is determined that the employee creates a direct threat to the safety or health of themselves or others, or is otherwise unable to perform assigned duties, the Chief of Police or the Chief's designee may place the employee on sick leave or take other appropriate action.

4618.5 Confidentiality of Fitness for Duty Assessments [CALEA 32.2.9]

The final report and recommendations received by the Department on a Fitness for Duty Assessment shall be placed in the employee's medical file and be considered confidential. The employee's chain of command shall be informed of the outcome only in



so far as to whether the employee is deemed suitable for continuation in their present position and/or of any limitations imposed on the employee's duties.

The fact that an employee was sent for a Fitness for Duty Assessment may be discussed in the annual performance evaluation, if appropriate. The employee shall not be penalized or denied a merit increase simply because they were sent for such an assessment, nor shall the specific findings of the Assessment be included in the performance evaluation.

4619 Employee Mediation Program [CALEA 35.1.9 f]

The City of Tucson operates a mediation program available to all employees. Mediation is designed to help employees who are dealing with on the job conflict with a co-worker, supervisor, a staff member from another department, or any other employee. Mediation, which is conducted by professionally trained employee mediators, may be entered voluntarily or by referral from a supervisor. Additional information on the Mediation Program is available through City Human Resources or on the City Intranet.

4620 INDUSTRIAL INJURIES

4621 General

An industrial injury is any injury arising out of and in the course of, employment. Coincidence of not feeling well during work hours does not automatically qualify as an industrial injury. Injuries resulting from an action of a third party must be directly related to the employee's job duties to be compensated.

Sworn TPD members traveling to and from work or working Special Duty employment, or taking police actions while off duty are covered if they are injured while taking a police action.

4622 Occupational Disease

An occupational disease is a physical condition that is due to causes and conditions characteristic of a particular trade, occupation, process, or employment and not the ordinary diseases to which the general public are exposed.

There are six requirements to be deemed to "arise as a result of employment". The disease:

- Must have a direct correlation between conditions under which the work is performed, and the occupational disease
- Can be seen to have followed as a natural result of the work
- Can be fairly traced to the employment as the cause
- Does not come from a hazard to which workmen would have been equally exposed outside of the employment
- Is incidental to the character of the business and not independent of the relation of employer and member
- Appears to have had its origin connected with the employment, and to have flowed from that source as a natural consequence, although it need not have been foreseen or expected



After the condition manifests itself, the member has one year to file an occupational illness claim.

4623 Communicable Diseases

To protect employee rights to file a future claim of HIV infection or Hepatitis A, B, and C due to an occupational exposure, proper steps must be followed. Refer to *General Order 4630* for complete instructions on this procedure.

4624 Occupational and Workplace Safety

All employees have a responsibility to help maintain a safe workplace. The Department shall make safety equipment, such as latex gloves, gas masks, sharps containers, *etc.*, available to all members as appropriate to their assignment. Members who notice or become aware of a safety problem or health hazard shall report it to their supervisor as soon as practical for resolution or abatement.

4630 EXPOSURE CONTROL

4631 General

Members of the Department may be exposed to a variety of potentially hazardous substances and infectious diseases. Members must be cognizant of this and take all reasonable precautions to avoid infection from such exposure. Supply will make available latex gloves, facemasks, protective goggles and other protective equipment. Members shall use all available protective equipment when they are aware of a hazard in advance. Members shall notify a supervisor and report all exposure as per the reporting requirements of this section.

When a member is exposed to an infectious or contagious disease, they shall immediately mitigate the exposure and further contamination of themselves or others. For additional assistance or information, contact the Department's Safety Coordinator in the Human Resources Division.

4631.1 Cleansing

TPD Headquarters and each Patrol substation are equipped with biohazard cleaning areas. These areas have sanitizers and disinfectants and bags for containment of soiled clothing. Instructions are posted at each location for specific handling of these items. Officers are reminded to decontaminate themselves after being exposed to blood or other bodily fluids before going home or possibly contaminating an otherwise clean area.

4631.2 Soiled Uniforms

When a uniform or an item of clothing worn on duty is contaminated, members will place the clothing in a biohazard bag marked with the name and payroll number of the officer and the associated case report number. The bag should then be placed in the red biological hazard bins located within each substation. The procedure for contacting the contract cleaner is located in the *TPD Wiki* under *Info/Infect*. An open purchase order has been established with the vendor and no out-of-pocket expense is required.



4632 HIV and Hepatitis Exposure

4632.1 Significant Exposure

In certain occupational settings members may encounter a significant exposure to HIV or one of the varieties of Hepatitis (A, B or C) during the course of their duties. A "significant exposure" is actual physical contact with a possibly contaminated body fluid (such as blood, urine, semen or vomit) and an employee's broken skin, mouth, eyes or mucous membrane areas (such as the nose). Contact between such fluids and an employee's clothing or unbroken skin is not generally recognized as a significant exposure.

4632.2 Procedure for Employee Baseline Testing

To protect a member's rights to file a future claim of infection, (i.e. HIV infection or Hepatitis A, B, and C) due to a significant occupational exposure, members will:

- Within 24 hours of a possible significant exposure that arises out of, and is in the course of employment, file all necessary reports.
- Complete a baseline blood test within ten days after the possible significant exposure. This is to determine that the member is free of the HIV infection or Hepatitis A, B, and C at the time of exposure.
- Test for the HIV infection or Hepatitis A, B, and C within thirty days of a significant exposure.

The baseline test is voluntary. The purpose of the blood test is to establish that the member is free of HIV infection or Hepatitis A, B, and C at the time of exposure.

4632.3 Treatment for a Significant Exposure

If a significant exposure to HIV or Hepatitis A, B, or C occurs, preventative measures must be started immediately. Members receiving a significant exposure will immediately:

- Go to the current designated Department health provider listed in the *TPD Wiki* during regular hours, or
- Go to a hospital emergency room after hours. If the hospital refuses treatment, contact the City Physician at (520) 628-4340 for triage instructions.
- Get their blood drawn
- If possible, get blood drawn from the source to prevent unnecessary procedures (see *General Orders 4636*)
- Call the current designated Department health provider currently listed in the *TPD Wiki* with any questions
- Follow up with the current designated Department health provider the next day

To counter the threat of Hepatitis when exposed to blood or body fluids, members must seek medical treatment within 48-hours of the incident of exposure to begin the hepatitis vaccination series or booster.



4633 Documenting Non-Significant Exposures

In cases where a member is exposed to body fluids in a manner that is not significant as defined in *General Orders 4632*, a *Report of Significant Work Exposure to Bodily Fluids* form may be completed and sent to the Human Resources Division within 24-hours. Industrial injury forms are not required.

4634 Documenting Significant Exposures

If a member experiences a significant exposure to body fluids as defined in *General Orders 4632*, a *Report of Significant Work Exposure to Bodily Fluids* form shall be completed along with the normal Industrial Injury Forms. All forms will be sent to the Human Resources Division within 24-hours.

4635 Illness Arising from a Significant Exposure

If an illness related to a documented significant exposure occurs at a later date, the member will prepare a *Personnel Report* as soon as possible requesting coverage and activation of the earlier claim. This shall be routed through the chain of command and forwarded to the Human Resources Division for processing.

4636 Testing Sources of Significant Exposure

4636.1 General

The Human Resources Division shall assist in seeking testing of persons who are the source of a significant exposure to a member. Non-sworn HRD staff shall not generally deal with any such person who is in custody or subject to arrest for the incident in question. It is important to remember that an involuntary blood draw is only possible with a warrant or court order.

The exposed member shall consult with the Department's current health provider's physicians during regular hours or during off-hours at an emergency hospital, for treatment and testing. Thereafter, the officer will maintain contact with Human Resources concerning the test results. Treatment and further testing will be done as decided between the physician handling the officer's treatment and the member.

4636.2 Exposure Involving a Member Performing Official Duties

If a member receives a significant exposure as defined in *General Orders 4632*, while performing official duties an on-scene supervisor will attempt to obtain consent for blood borne disease testing from the source of the exposure. The best time to get the blood drawn is immediately following the exposure. If the source of the exposure refuses to give consent to blood borne disease testing, the supervisor may either apply for a warrant or seek a court order authorizing the necessary testing with the assistance of the Aggravated Assault supervisor. If the Aggravated Assault supervisor determines that a court order is appropriate, the supervisor will follow the instructions for blood borne



testing petitions and court orders found on TPD Wiki. A petition for a court order shall not be presented to the court without approval of a TPD Legal Advisor.

4640 SPECIFIC INJURIES

4641 Fatalities

Any death of a member as a result of an industrial-related accident must be immediately reported to Risk Management by telephone whereupon a Serious Accident Review Committee (SARC) will be initiated. The supervisor in charge will call Communications and ask that someone from Risk Management be notified. State law requires the City to inform the Industrial Commission immediately, so it is imperative that someone from Risk Management be notified immediately, even after normal working hours or on weekends. Refer also to *General Order 4672* for additional requirements.

4642 Sudden Severe Illness

Incidents that occur on the job in which City employees experience sudden illness, such as heart attack, strokes, seizures, *etc.* must be reported to Risk Management as soon as possible even after normal working hours or on weekends. After normal working hours the supervisor in charge will call Police Communications and ask that someone from Risk Management be notified. During normal working hours, the supervisor in charge shall contact the Police Human Resources Division with this information, who will in turn contact Risk Management.

4643 Back Injuries

If involved in an accident that may conceivably result in a back injury (such as a rear-end vehicle collision), members are advised to see the City Physician without waiting for the injury to manifest itself at a later point in time.

Back injuries pose a serious risk to members. Consequently, any member who loses work due to a back injury (Industrial or Non-Industrial) must see the City Physician before returning to work. Supervisors are responsible for monitoring compliance with this requirement.

4644 Eye Injuries

A member who sustains an industrial eye injury, no matter how minor, is to be seen by the City Physician. If a member misses work for a non-industrial eye injury, they must be released for work by the City Physician before returning to work.

4645 Hernia

Hernias are listed under a special section of the Arizona Workers' Industrial Compensation Law. For a hernia claim to be considered valid it must be proved:

- That the immediate cause, which calls attention to the presence of the hernia, was a sudden effort or severe strain or blow received while in the course of employment; and
- That the descent of the hernia occurred immediately following the cause; and



Revised: December 23, 2013

4600 HEALTH AND FITNESS
Issued May 2001

- That the cause was accompanied or immediately followed by severe pain in the hernia region; and
- That the facts above were of such severity that they were noticed by the claimant and communicated immediately to one or more persons.

If the claim is considered valid, by law the member will receive a maximum of 60-days of industrial compensation. The medical benefits will continue until the case is closed.

4646 Exercise Related Injuries

Employees are prohibited from engaging in recreational or non-assigned exercise while on duty. Only employees who are authorized by their chain of command to engage in exercise during their shift as an element of their assignment (police officer recruits, class counselors or during scheduled SWAT training) or as part of a Department sanctioned testing process, are permitted to do so. Any injuries arising from allowable exercise, or from using a Department owned exercise facility while off duty, shall be documented as required in *General Order 4651*.

4650 INVESTIGATION AND DOCUMENTATION OF INDUSTRIAL INJURIES

4651 Reporting

Regardless of the degree of injury, a member shall notify their supervisor as soon as possible of any injury occurring during, or as a result of, a job-related activity. This also includes any injuries to police officers working a Special Duty job, or while off duty and taking a police action.

The responsibility for the completion of a thorough investigation and the required documentation rests with the supervisor.

All reports shall be forwarded to the TPD Human Resources Division within 24-hours of the event.

4651.1 *Supervisor's Report of Industrial Injury (Form 100)*

All Industrial Injuries shall be reported regardless of how minor and require the completion of a Form 100. For injuries not requiring treatment, the supervisor shall complete only page one (1) of the form, print it, and sign.

If medical treatment is required, the second page will also be printed and that page will be given to the member to take to the physician for treatment. The physician will complete the entire page and return it to the member, who will ensure it is returned to the supervisor.

If the member does not have a Form 100 with them when receiving medical treatment, then some form of documentation shall be obtained from the physician. This documentation will include the employee's name, diagnosis, prognosis, and other information relevant to the release to full duty/light duty restrictions. The City Physician must concur on all physician recommendations to place a member on light duty status. As a Form 100 was not initially completed, the supervisor is required after the fact to complete page one (1) of the form, print it, and sign.



The *Supervisor's Report of Industrial Injury* (Form 100) can be accessed from a link on the TPD Intranet under Resources. After completion of this form, it shall be sent directly to the Police Human Resources Division within 24-hours along with any supporting documentation provided by the physician when treatment was required.

4651.2 *The Worker's and Physician's Report of Injury* (Form 102)

The treating physician completes this form. After completion, the treating physician's office forwards the Form 102 directly to Risk Management and the Industrial Commission. The Police Human Resources Division is not involved in the handling of Form 102.

4651.3 *City of Tucson Property Damage/Personal Injury Report* (Form 103)

Form 103 shall be completed by the immediate supervisor and forwarded to Risk Management within two (2) working days of any accident involving City property or vehicles. If the damage also results in a member injury, the other industrial forms shall also be completed as described above.

4651.4 *Personnel Reports*

If medical treatment is required, or if the injury is such that other persons within the chain of command must be apprised, the member and/or supervisor shall prepare a *Personnel Report* regarding the incident. It is important that the documentation be as detailed as possible. Risk Management must have sufficient information to review and accept the claim. A lack of information could result in a delay that adversely impacts the member.

The chain of command shall make any appropriate recommendations on the employee's *Personnel Report* as to the propriety of the circumstances through which the injury occurred. Boards of Inquiry are no longer utilized to review industrial injuries.

The original *Personnel Report* shall be forwarded through the appropriate chain of command, and a copy shall be attached to the original Form(s) 100 and 101 and sent directly to the Police Human Resources Division within 24-hours.

4651.5 *Report of Significant Work Exposure to Bodily Fluids*

In cases where a member is exposed to body fluids, and the member reports no injuries, a *Report of Significant Work Exposure to Bodily Fluids* form shall be completed and sent to the Police Human Resources Division within 24-hours. Industrial injury forms are not required. A copy will be forwarded to Risk Management. Refer also to *General Order 4630*.

4651.6 *Court Attendance While on Industrial Injury Leave*

Department members will be required to attend court and quasi-judicial hearings, unless the restrictions approved by the City physician prohibit the court attendance. When a

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 4
HUMAN RESOURCES**

Revised: December 23, 2013

4600 HEALTH AND FITNESS
Issued May 2001

member is on accident compensation leave, duty hours shall change during the next week to 0800-1700 hours or to coincide with court appearances. A member's schedule will not change during the middle of a workweek. If a member is unable to attend court, it is the member's responsibility to notify the court liaison officer and make other arrangements.

4652 Medical Treatment

When members feel they need medical treatment for an industrial injury, they shall advise their supervisor immediately.

Members may choose to seek medical treatment with a physician of their choice; however, the City of Tucson requires an initial evaluation by the "City Physician", pursuant to ARS 23-908 F. Employees shall be seen by the "City Physician" as soon, as is possible after the initial injury. The City of Tucson has contracted with outside organizations that serve as our "City Physician". Information on the current contract medical facility is available from Police Human Resources.

It then becomes the member's responsibility to supply the name of the treating physician for the injury to City Human Resources Employee Services and Police Human Resources. The same industrial paperwork shall be completed and sent to the Police Human Resources Division within 24 hours.

If a personal physician recommends taking a member off work or placing them on restricted status, the member must see and obtain approval from the City Physician. If using someone other than the City Physician, please keep in mind the necessity to coordinate between the personal physician and the City Physician.

The City's contract medical service provider has a 24-hour on call phone line. Even when members choose to be treated by their own physician, they are encouraged to contact this facility to report the injury. Contact information may be obtained through the *TPD Wiki* or the Police Human Resources Division.

4652.1 Industrial Injuries Requiring Emergency Treatment

In cases of serious injury requiring immediate emergency medical treatment, the member will be transported to the nearest hospital at the discretion of the responding medical team. The Incident Commander will call Police Communications and request that Risk Management is notified. Refer also to *General Order 4672* for other requirements.

4652.2 Industrial Injuries Not Requiring Medical Treatment

A superficial injury, such as minor cuts, bruises, *etc.* may be treated in the field or office by a member qualified to administer first aid. Such treatment shall be documented on the *Supervisors Report of Injury*, Form 100.

4652.3 Follow-up Treatment

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 4
HUMAN RESOURCES**

Revised: December 23, 2013

4600 HEALTH AND FITNESS
Issued May 2001

If a physician indicates that the member should have follow-up treatment, the member may go to either the City Physician, or their personal physician for treatment/referral. If the member goes to their personal physician, the member must notify Risk Management.

Every time members visit a physician, they will receive a note from the physician(s), which indicates their work status (Regular Work, Limited Duty or Off Work). Members shall always submit any follow up documentation and forms to the Police Human Resources Division as soon as possible.

In addition, the Industrial Commission of Arizona sends out a standard information letter to each claimant.



4652.4 Billing Information

Medical providers will submit all bills and correspondence to the City's current Industrial Carrier. Carrier information, including addresses and telephone numbers is available through City Risk Management or the Police Human Resources Division.

Occasionally, members suffering an industrial injury, during a late night or weekend shift, may have to pay for a prescription or a medical bill. Members shall submit all receipts and bills related to their industrial injury to the Police Human Resources Division immediately. The Police HRD will contact Risk Management for payment or reimbursement.

4660 INDUSTRIAL COMPENSATION [CALEA 22.2.2 c]

4661 General

Industrial compensation payments are issued by the City's contract carrier, and are based on the written medical reports issued by the treating physician. If a personal physician delays in sending these written reports to the City's carrier, it will cause a delay in receiving the Industrial Compensation payments. Industrial Compensation pays for time off work. Note: The City Physician must approve any time off work.

4662 Industrial Compensation

When a member is off work due to an industrial injury, their compensation is composed of two parts: Industrial Compensation and Workers Compensation. The amount of compensation is based on the employee's pay rate at the time of injury and will not change, even if a recurrence of medical problems requires loss of time at a later date, or if the base salary has increased. Industrial compensation is paid by the City's insurance carrier, and closely follows City paydays. The Human Resources Division should be contacted for current information on the pay and benefits available to affected members.

4663 Workers' Compensation (WC) [CALEA 22.2.2 c]

As of July 1, 2009, for a member off of work due to an industrial injury, the City will pay 100% of an employee's base salary for 180 days. After 180 days, the employee will receive only the 2/3s Industrial Compensation portion as allowable by Workers' Compensation law.

4664 Compensation Benefits [CALEA 22.2.2 c]

An employee may be eligible for certain types and levels of compensation benefits depending on a variety of factors. These include differences based upon the retirement system to which the member belongs and options the employee may exercise. These choices may also affect future retirement eligibility dates. Questions on how individual members are affected in these circumstances should be referred to the Human Resources Division.



4665 Temporary Administrative Assignment

The City Physician or a member's attending physician may place a member on a limited duty status pending a full recovery. A member who has been placed on limited duty may be required to perform administrative functions within or outside of their classification if such duties do not conflict with the physical limitations. All such assignments shall be coordinated through the Police Personnel Section at the discretion of the Human Resources Division Commander. See *General Orders* under Light Duty Policy for additional information.

4666 Denied Claims

Occasionally, a claim will not be accepted because it does not qualify for coverage under the Workmen's Compensation law. The member has 90-days to protest the determination by filing an appeal with the Industrial Commission.

Members who do not file an appeal or are denied a claim will be required to reimburse the City for AC payments, or exchange their AC time for Sick Leave.

Members who protest the denial will be carried on "sick leave" or leave without pay until the Industrial Commission hearing determines if the claim is to be compensated of the claim.

If the Industrial Commission finds in favor of the member, the member's leave will be reinstated with AC time, retroactive to the date of disability.

4670 DEATH AND SERIOUS INJURY OF EMPLOYEES

4671 General [CALEA 22.2.2 c]

Policies regarding death benefits are set forth in City Administrative Policy 233 (Terminal Pay). Members shall be given this information as part of their orientation upon being hired by the City. Both the Human Resources Division and the Behavioral Sciences Unit (BSU) are available to assist survivors in obtaining available benefits and assistance.

These policies are in addition to the other industrial injury procedures and policies contained in this chapter.

4672 Death or Serious Injury of a Member

4672.1 On Duty Death or Serious Injury [CALEA 22.2.4]

When an on duty member is killed or seriously injured, immediate verbal notification shall be made to the Chief of Police, the member's Bureau Commander and City Risk Management. This shall be the responsibility of the on scene incident commander. At the direction of the Chief of Police, a Board of Inquiry may be convened to investigate the circumstances surrounding the incident. (Refer also to *General Order* under Other Major Incidents and Specific Injuries/Fatalities (*GO 4631*) as may be appropriate.) Serious injury in this instance means an injury that could result in death or disability. The senior



member available on duty, accompanied by BSU staff, shall notify the family or next of kin of an employee seriously injured or killed on duty, immediately and in person.

BSU shall be responsible for assigning a member to coordinate with affected family members and shall offer any appropriate assistance, including information on procedures, benefits, funeral, visitation or related arrangements. BSU shall develop and maintain a process for handling on duty deaths and serious injury to employees.

No public release of the employee's name may be made until it is determined that appropriate family and Department notifications have been made. In cases of on duty death, the Chief of Staff shall coordinate release of any information to the media, public and the Department. Department members shall be notified and kept informed of events, as appropriate, through internal communication processes. BSU shall also be available to assist employees who may be personally affected by such incidents.

4672.2 Off Duty Death or Serious Injury

When the Department is made aware of the death or serious injury of a member that occurred off duty, the Chief of Police and affected Bureau Commander shall be immediately notified by the Commander of the unit receiving the information, or the Incident Commander if a Department-controlled scene is involved. In addition, BSU shall also be notified. If the death or serious injury is associated with a matter at a scene controlled by the Department, appropriate notification shall be made to the family or next of kin by a Commander and staff from the Behavioral Sciences Unit. If the matter is not under the jurisdiction of the Department, BSU shall coordinate with the involved police agency to assist in such notification.

BSU shall be responsible for assigning a liaison to coordinate with affected family members and offer any appropriate assistance, including information on procedures, benefits, funeral, visitation or related arrangements. BSU shall develop and maintain a process for handling on duty deaths and serious injury to employees.

No public release of the employee's name may be made until it is determined that appropriate family and Department notifications have been made. The Chief of Staff shall coordinate release of any information to the media, public and the Department. Department members shall be notified and kept informed of events, as appropriate, through internal communication processes. BSU shall also be available to assist employees who may be personally affected by such incidents.

4672.3 Notification and Emergency Contact Records

All members are responsible for advising the Department of current emergency notification contact information. This should be reviewed annually by each employee as part of their evaluation and CENPERS update. Employees may also provide voluntary information to BSU on any preference information in the event of their death or serious injury, such as instructions for funeral arrangements, visitation, *etc.*

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 4
HUMAN RESOURCES**

Revised: December 23, 2013

4600 HEALTH AND FITNESS
Issued May 2001

4673 Death of a Retired Member

The member receiving notice of the death of a retired member, during regular business hours, shall notify the Chief of Police as soon as practical. At other times, the Headquarters Desk Sergeant shall be notified, and such information shall be relayed to the Chief of Police as soon as practical. The Behavioral Sciences Unit shall also be notified so that appropriate contact may be made with the affected family. BSU will also be responsible for distributing information to the Department on such deaths.

4674 Funerals

The rendering of police honors at funerals is generally limited to active or retired members of the Department. These honors may include police motorcycle escorts, uniformed pallbearers; uniformed honors at pre-funeral viewing, bugler, and/or use of the Department Honor Guard (see also *General Order* under Honor Guard). Requests for the rendering of any such honors shall be approved through the Chief of Staff. The final authority for the use of any such resources rests with the Chief of Police.

In cases of a funeral for an active member, funeral arrangements shall be coordinated through the Behavioral Sciences Unit, which shall maintain a liaison with the affected family, the Department and labor group as may be appropriate. BSU shall be responsible for obtaining authorization from the Office of the Chief of Police for any arrangements prior to making commitments to the deceased's family. Arrangements for escorts, routing, etc. shall be made by the Field Support Division Commander subject to approval by the Office of the Chief of Police. BSU shall also be responsible for advising the Chief of Police of all pending arrangements. Public release of information on police funerals shall be made by the PIS as approved and directed by the Chief of Staff.

4674.1 Police Motorcycle Escorts

Police motorcycle escorts are limited to funerals of active or retired members of the Department. Requests for such escorts shall be referred to the Field Support Division Commander as outlined above.

4674.2 Other Funeral Related Honors

Uniformed personnel may be used at a family's request as pallbearers at a funeral service or at pre-funeral viewing for deceased active or retired Department members. Arrangements for these honors, as well as the Honor Guard, bugler, etc., shall be made by the Field Support Division Commander subject to approval of the Office of the Chief of Police.

4674.3 Outside Requests

Requests for the use of police motorcycle escorts, other Department honors for funerals of members of other law enforcement agencies, or public officials shall be referred to the Chief of Staff for authorization. Once approved, arrangements for such honors shall be the responsibility of the Field Support Division Commander.



4675 Funeral Processions

A uniformed member who is on a fixed post at an intersection through which a police funeral procession passes will stand at attention facing the procession. This position will be maintained until at least the hearse and the immediate family of the deceased has passed. The hand salute shall be rendered for deceased sworn personnel.

4676 Mourning for Members

The mourning period for members killed in the line of duty shall be seven days from the time of the member's death or until interment (whichever time period is greater). Mourning procedures will be as follows:

- National, State and Police Memorial Flags shall be flown at half- staff at all police facilities throughout the period of mourning as outlined in *General Order 4677*.
- Mourning bands may be worn throughout the period of mourning. Mourning bands worn on badges shall be a black band or tape, 1/4" wide, worn horizontally across the middle of the badge. Non-sworn employees and plainclothes officers, who wear an ID card in lieu of a badge, may display a mourning band on the ID card.
- The Police Badge Emblem, located in the lobby of the Headquarters Building, shall have a mourning band placed horizontally on it throughout the period of mourning.

With the approval of the Chief of Police, the above procedures may be followed for members of other law enforcement agencies in Arizona who are killed in the line of duty, and for other incidents deemed appropriate by the Chief of Police.

With the prior approval of the Chief of Police, through the Chief of Staff, the period of mourning for the death of members other than those killed in the line of duty, shall be from the time of death until interment (but not longer than seven days). The procedures for mourning shall be as follows:

- The Police Memorial Flag may be flown at half-staff at all police facilities throughout the period of mourning as outlined in *General Order 4677*.
- Mourning bands may be worn throughout the period of mourning. When worn, mourning bands shall be worn as described above.
- The Police Badge Emblem located in the lobby of the Headquarters Building shall have a mourning band placed on it throughout the period of mourning.

The above procedures shall be followed for any other events that are designated appropriate by the Chief of Police.

4677 Flag Etiquette

The display of the national and state colors shall be handled as set forth in United States Code and City of Tucson *Administrative Directive 4.01-5*, Flying Flags at Half-staff. All Department facilities shall otherwise display the national and state colors at full-staff during regular daytime business hours. Flags shall always be handled with respect.

**TUCSON POLICE
DEPARTMENT
GENERAL ORDERS**



**VOLUME 4
HUMAN RESOURCES**

Revised: December 23, 2013

4600 HEALTH AND FITNESS
Issued May 2001

The Chief of Staff shall be designated as the Department Flag Manager as per *Administrative Directive 4.01-5*. The Chief of Staff shall be responsible for disseminating information on the special display of the colors, including the use of the Department memorial flag, whenever required by the administrative directive or as special circumstances, such as the death of a member, may warrant. Requests to display the colors at half-staff in honor of the death of an active or retired member shall be made to the Chief of Staff who shall obtain the necessary permission from proper authorities.